



Home Modifications for Workers with Catastrophic Injuries

Questions and Answers for Contractors

What is a home modification?

A home modification is a permanent structural change made to a residence to meet an injured worker's needs for safety, mobility, or activities of daily living.

Who can submit a bid?

Contractors submitting bids must be licensed, bonded, and registered. This is not required for volunteers, including family.

What kind of home can be modified?

The home may be a house, duplex, apartment, condominium, manufactured or mobile home. The home may also be a recreational park trailer or recreational vehicle if the local jurisdiction allows them to be used as a permanent dwelling.

The home must be structurally sound and meet state safety requirements. All modifications must meet local and state codes.

How are the modifications identified?

The Department of Labor & Industries (L&I) will send a consultant to meet with the worker and assess the home. The consultant will send L&I a report identifying all needed modifications and equipment.

The consultant may be available to work with the contractor and worker during the home modification process.

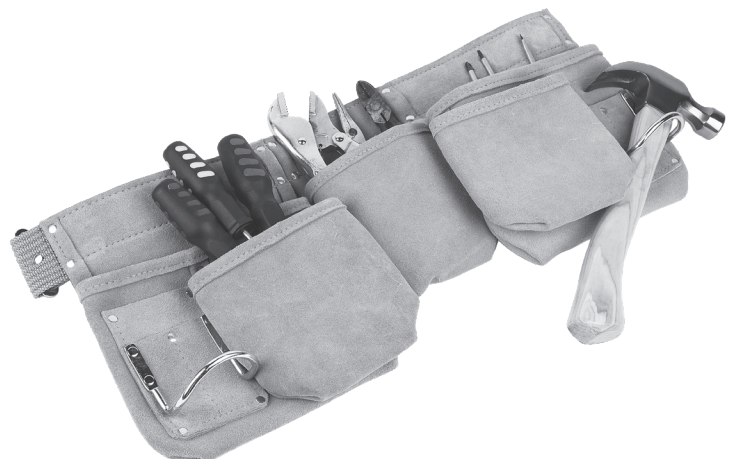
What kind of modifications can L&I pay for?

L&I may pay for modifications that meet the worker's needs for safety, mobility, and daily living. Examples of modifications include widening doorways, modifying the primary bathroom, and installing ramps.

For new-home construction, L&I may pay the cost difference between the construction of the standard home (before modification) and the modified home.

How much money is available for a home modification?

L&I can pay up to the state's average annual wage that is in effect on the date a request for modification is approved. The state's average annual wage is determined by the Washington State Department of Employment Security.



What information needs to be included in the bid?

Bids must be competitive, at fair-market price, and include cost breakdowns for:

- Labor, materials, taxes, required permits and fees. (For new homes, cost breakdowns must also list the costs of the home with and without modifications.)
- Pre-design, engineering, architectural, and planning services.

Bids must include copies of drawings or blueprints and any pre-design, engineering, and architectural plans. They must also state whether:

- The project will be completed in phases.
- Reimbursement is requested at the completion of each phase.
- Reimbursement for the cost of materials is requested prior to final completion.

What happens when the bid is approved?

If the bid is approved, L&I will send a letter to the contractor.

The contractor must send L&I a copy of their signed contract with the worker and copies of the required permits.

Construction must start within six months of the bid approval.

What if changes are needed to the approved bid?

The contractor must submit a bid for changes. L&I must approve the request before changes are made.

How is the contractor paid?

The contractor must have an L&I provider number. To obtain an application for a provider account, go to **www.Lni.wa.gov/ClaimsIns/Providers/Become/**, contact a local L&I office, or call 1-800-848-0811.

All bills must be submitted on an L&I billing form. To obtain a *Statement for Miscellaneous Services* form, go to **www.Lni.wa.gov/Forms/pdf/245072af.pdf**, contact the local L&I office, or call 1-800-848-0811.

With the final billing, the contractor must send:

- a letter of satisfaction signed by the worker,
- a release of lien if subcontractors were used,
- any final inspection report if permits were required.

Other questions?

If you have questions about home modifications, please call L&I's Therapy Services Coordinator at 360-902-4480. For self-insured claims, contact the self-insured employer or their claims management representative.

If you have questions about alteration permits required by the Factory Assembled Structures Division at L&I, refer to **www.FAS.Lni.wa.gov** for details or contact a local L&I office.

For more information

Learn more by visiting L&I's Web site:

 **www.Lni.wa.gov**

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.